



# TrustBridge global

MAKING  
GLOBAL  
GIVING  
EASY



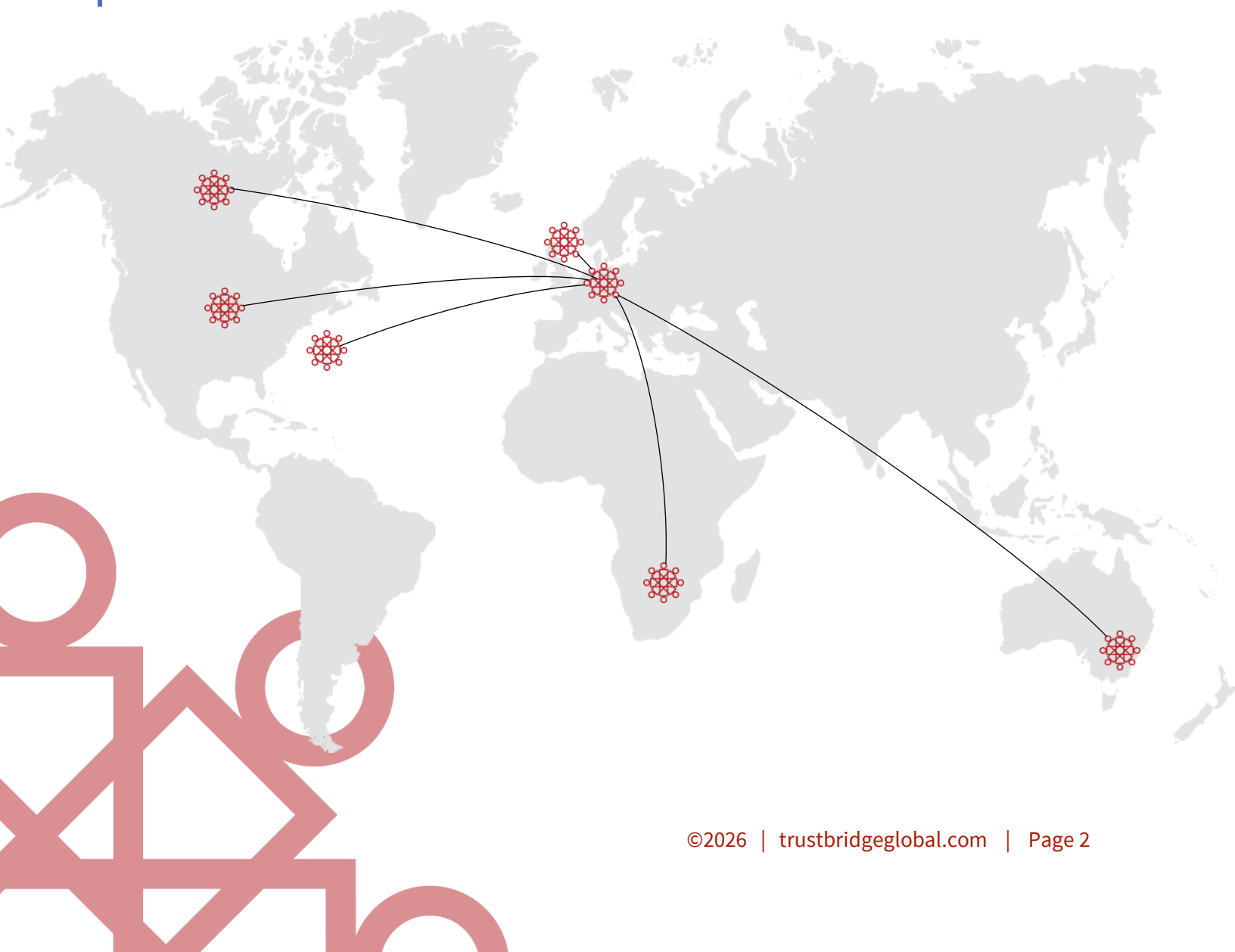
MAKE YOUR  
IMPACT ON  
THE WORLD

General Manager (Kenya)

TrustBridge Global Foundation is a grant-making foundation based in Switzerland. We receive donations from individuals and entities all over the world and process and send grants to charities almost anywhere.

OUR MISSION IS TO **MOBILISE RESOURCES**  
BY **MAKING GLOBAL GIVING EASY.**

WE DO THIS BY CREATING A **GLOBAL**  
**NETWORK OF GENEROUS COMMUNITIES.**



Imagine anybody giving to any charity anywhere with just a few clicks. We believe that radically improving cross-border giving will change the world.

OUR VISION IS THAT **CHARITIES**  
**EVERYWHERE** HAVE ALL THEY NEED TO  
**ACCOMPLISH THEIR MISSION.**



There are trillions of dollars, euros, and yen in the hands of generous people around the world, more than enough to make a significant difference in the lives of people around the world – TrustBridge will get those resources moving.



### ***Put People First***

The world tells us that we need to decide between benefiting ourselves or benefiting others. In all situations, we will choose to apply the Golden Rule and treat others as we would like to be treated. We put people first and lean into generosity. People are more important than dollars.

### ***Trust Our People to Act***

We believe in our people – their gifts, skills, and worth – and therefore we trust our people. We are self-starters and take action without waiting to be told. But not necessarily on our own – we listen and collaborate. We provide everyone with the training, strategic clarity, and radical information sharing necessary to make wise decisions.

### ***Find a Way to Say Yes***

Our team is comprised of some of the smartest, most gifted people around. We believe our clients deserve maximum effort and creativity applied towards the accomplishment of their goals. While we always need to consider costs and potential risks, we should exhaust every reasonable alternative before we say “no, we can’t do it”.

### ***Move as Fast as Possible, but Not Faster***

In serving clients, time is of the essence. Non-profit charities should not operate at a lower standard than for-profit businesses. We strive for world-class responsiveness to client needs, while not compromising compliance with applicable laws and regulations, or our standard of excellence. Additionally, as we innovate, we move those solutions into production with real world urgency.

TrustBridge maintains a globally distributed workforce with team members in Switzerland, the United States, India, Malaysia, the Philippines and more.

## THE FOLLOWING OPPORTUNITY IS FOR A **GENERAL MANAGER (KENYA)** WITH A FOCUSED SET OF RESPONSIBILITIES.

### INTRODUCTION

TrustBridge is a globally distributed organization with team members across Europe, the United States, the Philippines, and other regions. As we continue to grow, we are establishing a regional presence in Kenya.

We are seeking an entrepreneurial **General Manager** to help establish and lead our Kenya operations. During the first year, the General Manager is expected to oversee a growing team of approximately 5 to 15 people.

This individual will be responsible for establishing the local office, setting up the appropriate operational and legal framework, recruiting and developing a high-performing team, and serving as the senior leader for the branch office.

This role is not a maintenance position. It is a build-and-scale mandate. The right candidate will combine strategic leadership with hands-on execution, strong operational discipline, and the maturity to operate with significant autonomy. The General Manager will work directly with the global leadership to ensure the Kenya office becomes a strong, aligned, and high-impact part of the broader TrustBridge organization.

If you are motivated by the opportunity to build something meaningful from the ground up and lead a growing team with global impact, we encourage you to apply.

## DESIRED OUTCOMES

Someone excelling in this position will:

1. Establish a Fully Operational Kenya Office  
Lead the successful setup of the Kenya entity, including legal structure, compliance, operational systems, and infrastructure required to support a growing team.  
*The outcome* is a legally compliant, operationally sound, and scalable regional office that integrates seamlessly with global operations.
2. Build and Develop a High-Performing Team  
Recruit, onboard, and develop accountants, customer service professionals, software engineers, and other key personnel. Create clear expectations, accountability structures, and alignment with the global corporate culture.  
*The outcome* is a productive, aligned, and continuously improving team capable of delivering high-quality work with minimal oversight.
3. Provide Strong, Mature Leadership  
Serve as a confident decision-maker and thoughtful leader who fosters professional growth, accountability, and integrity across the office.  
*The outcome* is a stable, motivated team that performs at a high level and contributes meaningfully to the company's global growth.
4. Operate with High Autonomy and Ownership  
Take full responsibility for delegated areas without requiring micromanagement. Exercise sound judgment and proactive communication with senior leadership.  
*The outcome* is increased executive bandwidth and confidence that regional operations are advancing strategically and responsibly.
5. Ensure Financial and Operational Discipline  
Oversee budgeting, expense management, reporting, and operational controls. Implement systems that promote efficiency, transparency, and accountability.  
*The outcome* is strong financial stewardship, optimized expenses, and measurable operational performance.

6. Establish Policies and Process Excellence  
Implement TrustBridge's global policies and processes locally and identify areas where Kenya-specific procedures may be required. Document workflows, identify inefficiencies, and recommend practical improvements as the team develops.  
*The outcome* is consistent, repeatable processes that reduce risk, improve productivity, and support sustainable growth.
7. Support Regulatory, Employment, and Tax Compliance  
Research and manage tax, employment, and regulatory requirements necessary to establish and maintain operations in Kenya. Work closely with TrustBridge's Legal, Finance, HR, Compliance, and external professional advisers to understand and implement applicable Kenyan requirements.  
*The outcome* is full compliance with local laws and regulations, minimizing legal and operational risk.
8. Drive Continuous Improvement  
Identify operational bottlenecks, personnel challenges, and client service issues, and implement practical solutions.  
*The outcome* is measurable improvement in efficiency, quality, and client satisfaction.
9. Model Spiritual and Professional Integrity  
Demonstrate personal maturity, integrity, and consistent alignment with biblical principles in leadership and daily conduct.  
*The outcome* is a culture grounded in integrity, spiritual leadership, and moral clarity that reflects the organization's values.
10. Add Direct Professional Value Where Possible  
When appropriate, contribute directly in a professional capacity in areas such as finance, accounting, operations, technology, customer service, HR, compliance, or another relevant discipline.  
*The outcome* is increased operational leverage and practical leadership that earns credibility through contribution.

## JOB SUMMARY

The **General Manager** serves as the senior leader of TrustBridge's Kenya operations and reports directly to the CEO. This role is responsible for leading, scaling, and overseeing all regional activities in alignment with global strategy.

### Key Responsibilities

- Providing executive leadership to the Kenya office, including oversight of staff, budgets, systems, and day-to-day operations.
- Establishing and refining policies, procedures, and internal controls to support scale and operational excellence.
- Overseeing recruitment, onboarding, performance management, and professional development of team members.
- Managing financial performance, including budgeting, expense optimization, and operational efficiency.
- Evaluating and improving operational processes and financial outcomes.
- Preparing reports and strategic updates for executive leadership.
- Identifying and resolving operational, personnel, client service, and regulatory issues.
- Documenting and institutionalizing operational knowledge and best practices.
- Providing spiritual leadership within the office through prayer, biblical teaching, and personal example. Prays regularly with the team and personally for the clients and ministries served by TrustBridge.
- Demonstrating consistent personal, spiritual, and professional maturity, and integrating biblical principles into leadership and daily conduct.
- This role requires strategic thinking, operational discipline, and hands-on execution in a growing and evolving environment.

### KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

- Demonstrated ability to lead, build, or help establish a small team, organization, department, business unit, project, or operation.
- At least 1–3 years of meaningful experience building or leading a small team or operation is desirable. This experience does not need to have been in a General Manager position.
  - Strong understanding of core business functions, including management, finance, and human resources.
  - Demonstrated experience in planning, budgeting, and financial oversight.
  - Outstanding leadership and people management skills, with the ability to recruit, develop, and retain high-performing teams.

- Strong analytical and problem-solving capabilities, including the ability to diagnose operational and financial issues.
- High attention to detail and accuracy, particularly in financial and operational matters.
- Excellent verbal and written communication skills.
- Ability to operate independently with a high level of ownership and accountability.
- Strong organizational skills and the ability to manage multiple projects in a deadline-driven environment.
- Ability to work effectively both independently and collaboratively within a global team structure.
- Commitment to integrity, strong moral character, and alignment with biblical values.
- Continuous learner mindset with a commitment to ongoing professional growth.

## EDUCATION, TRAINING, AND EXPERIENCE

- MBA or equivalent advanced business education preferred.
- Demonstrated experience leading or helping build a small team, organization, business unit, project, or operation.
- Experience with both for-profit and nonprofit governmental filings preferred.
- Familiarity with charitable organizations, family foundations, and high-net-worth individual matters preferred.
- Proficiency in financial analysis tools and spreadsheet applications, including advanced functions such as pivot tables, lookups, and financial modeling.
- Relevant professional certifications or advanced training in finance, accounting, operations, or management are advantageous.

## WORK ENVIRONMENT AND MENTAL REQUIREMENTS

- Work schedule is expected to substantially overlap with European and U.S. Eastern Time zones, typically approximately 1300 to 2200 local time.
  - Ability to communicate effectively, compile and prepare reports, maintain documentation, and manage digital records.
  - Capacity to work extended hours when required during peak periods or critical operational moments.
  - Availability to address urgent matters outside of standard working hours when necessary.
  - Ability to operate effectively under pressure while maintaining sound judgment and professionalism.

Contact ([recruiting@trustbridgeglobal.com](mailto:recruiting@trustbridgeglobal.com)) to find out more.



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